

# Waterford Junior High School



**Be POSITIVE, Be PRODUCTIVE, Be PROFESSIONAL**

## ***Parent/Student Handbook*** ***2023 – 2024***

12916 Bentley Street  
Waterford, CA 95386  
(209) 874-2382  
FAX (209) 874-3652

<https://www.waterford.k12.ca.us/o/waterford-junior-high>

# CONTENTS

---

<b><i>Greetings &amp; Announcements</i></b>	<b><i>Pages 4-5</i></b>
---	-------------------------

Message from the Principal  
School Compact

<b><i>Information for Parents</i></b>	<b><i>Pages 6-11</i></b>
---------------------------------------	--------------------------

School Hours & Visitation  
Daily Bell Schedule/Minimum Day Schedule  
Saturday School  
Bus Transportation/Bus Safety  
Breakfast/Lunch  
Insurance, Counseling & Health Services  
Newsletter  
Parent Groups  
Required Information  
Phones & Messages  
Transferring to Another School  
Short Term Independent Study  
Privacy Rights of Parents and Students  
Parent Conferences/Progress Reports/Report Cards  
Promotion Standards

<b><i>Information for Students</i></b>	<b><i>Pages 12-16</i></b>
--	---------------------------

Attendance Policy/Make-Up Work Due to Absences  
Homework Policy/Hints for Completing Homework  
Athletics  
Extracurricular Activities  
Eligibility  
Dances  
Personal Valuables

<b><i>Student Services</i></b>	<b><i>Pages 17-18</i></b>
--------------------------------	---------------------------

Food Services & Lunch  
Library/Media/Computer Center  
Textbooks & Student Materials  
P.E. Lockers  
ID Cards  
Announcements  
Passing Period  
Restrooms  
Assemblies

# CONTENTS, continued

---

<b><i>Behavior Management &amp; Discipline</i></b>	<b><i>Pages 19-28</i></b>
Academic Honesty Classroom Expectations Code of Conduct & Consequences Universal School Rules After School Detention Suspension & Mandatory Referral for Expulsion Suspension Expulsion Disciplinary Policies Dress Code Standards & Personal Appearance Closed Campus Hall Passes Cell Phones & Electronic Devices Littering Computer Use Transportation Devices	
<b><i>Prevention &amp; Support Services</i></b>	<b><i>Pages 29-33</i></b>
Gangs & Gang Activity Recognition of “gang participation” Discipline for Gang or Ganging Activity Substance Abuse Sexual Harassment Support Programs Crisis Situations	
<b><i>Acknowledgement of Receipt of Handbook</i></b> <i>Please sign and return to school</i>	<b><i>Page 34</i></b>

# Waterford Junior High School

---

## ***“Committed to Excellence”***

### **Board of Education**

Mrs. Vanessa Anderson      Mr. Matt Erickson  
Mrs. Sheila Collins      Mrs. Lisa Hawkins  
Mrs. Janelle Santos

### **Superintendent**

Mr. Jose Aldaco

### **Principal**

Yvette Fagundes-Hall

## ***Message from the Principal***

Dear Parents, Guardians, and Students,

Welcome to the 2023-24 school year! Each new year is exciting, and I am looking forward to the learning and great memories that lie ahead for our students, families, teachers, and staff.

At WJHS, we consider ourselves **your** school family, and we are here to help your student be successful as both a learner and as an individual. At WJHS, you will quickly notice that our caring teachers work very hard to provide outstanding instruction, that we provide extra help/intervention for struggling students, and that we offer enrichment activities for students who need to be challenged.

Students will receive grades based on completing assigned work, assessments, and class participation. Students will also receive citizenship grades based on the school-wide behavior expectations of “Be Positive, Be Productive, and Be Professional.”

To promote health and sportsmanship, we also have an athletics program that includes soccer, volleyball, basketball, and track. Further, there are several clubs on campus that span a variety of student interests; whether it’s cooking, drawing, reading, or Anime, there is surely a club for you! Family activities are also planned throughout the year, such as movie/bingo nights!

Finally, since junior high students can have “ups and downs,” we have a fantastic counseling/support staff who closely monitor academic progress, who actively teach life skills/problem solving, and who also connect families with professional counseling services, if needed.

**We are here for you.** Please don’t ever hesitate to reach out to the school if you have concerns, questions, or need help related to your child’s education and well-being. **That’s what being a school family means to me, and the entire WJHS Tiger staff.** Our office phone number is (209) 874-2382.

This handbook also provides important information including our Daily Schedule, Student Expectations, Grading Policies, and Student Discipline/Eligibility Requirements.

Tigers, let’s wholeheartedly embrace education, form solid relationships with others, have fun, and take care of ourselves. If we do this, I am confident we are going to have an amazing school year!

Sincerely,

Yvette Fagundes-Hall, Principal

# ***WATERFORD JUNIOR HIGH SCHOOL COMPACT***

A school is judged successful when students demonstrate knowledge through a variety of measurements including school, district, and state administered standardized tests. Student success is made possible when a cooperative and collaborative relationship exists between parents and guardians, students and school staff.

When the stakeholders in a student's education commit to the following guidelines, success becomes possible:

## **If a student will:**

- Believe that they can learn and will learn.
- Read for at least 30 minutes, five days a week.
- Come to class on time, ready to learn and with assignments completed.
- Set aside time every day to complete homework.
- Know and follow the school, class, and bus rules.
- Follow the school's dress code.
- Regularly talk to parents and teachers about their progress in school.
- Respect themselves, their school, and their classmates, staff, and family.

## **If a parent/guardian or family member will:**

- Talk to their child regularly about the value of education.
- Monitor TV viewing, cell phones, video games, and make sure that their child reads every day.
- Make sure that their child attends school every day, on time, and with homework completed.
- Support the school's discipline and dress code.
- Monitor their child's progress in school.
- Make every effort to attend school events, such as Back-to-School Night, parent-teacher conferences, and Open House.
- Ensure that their child gets adequate sleep, regular medical attention and proper nutrition.
- Participate in shared decision-making with school staff and other families for the benefit of students.
- Respect the school, staff, students, and families.

## **If a teacher will:**

- Communicate high expectations for every student.
- Motivate students to learn.
- Teach and involve students in classes that are interesting and challenging.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Enforce rules equitably and involve students in creating a warm and caring learning environment in the class.
- Communicate regularly with families about their child's progress in school.
- Provide assistance to families on what they can do to support their child's learning.
- Participate in shared decision making with other school staff and families for the benefit of students.
- Respect the school, staff, students, and families.

# Information for Parents

## WATERFORD JUNIOR HIGH SCHOOL HOURS

The school office is open from **7:30 am to 4:00 pm** each school day. Any student who has a specific need should feel free to come to the office for assistance. Students from other schools and/or districts may not visit during class hours. Adults will not be permitted on campus unless they are conducting school business or observing their child's academic day. Waterford Junior High School parents may call or visit the school any time during these hours. **ALL VISITORS, INCLUDING WJHS PARENTS, MUST CHECK IN AT THE OFFICE WHEN COMING ON CAMPUS.** Scheduling an appointment in advance is recommended when a visit with the principal is desired.

Students **must** leave the school within fifteen minutes after being dismissed, unless students have schoolwork, detention, or an activity supervised by a teacher or other staff member. Students should not arrive at school earlier than 7:30 am because safety personnel are not available. Students are to wait in the picnic area until they are released to the grounds (approximately 7:45 am.)

Bell Schedule Regular Day:		Bell Schedule Minimum Day:	
First Bell	8:10 am	First Bell	8:10 am
Classes Begin	8:15 am	Classes Begin	8:15 am
Dismissal	2:30 pm	Dismissal	12:41 pm

## BUS TRANSPORTATION

Transportation will be provided to and from school from certain areas. Only regularly scheduled bus students are to ride school buses. Riding the school bus is a privilege, which may be enjoyed as long as students follow the bus rules (rules posted on district website) and are courteous and respectful to the driver and other students. Transportation applications can be found on the Waterford Unified School District website, under documents and transportation. Applications must be signed and submitted to the bus driver.

The buses transporting students to school will arrive between 7:30 – 8:00 am and unload students at the north entrance of the school located on Bentley Street. In the afternoon the buses load students at the northeast corner of the school and depart at approximately 2:40 pm. Should you have any questions regarding the bus schedule, location of bus stops and items lost on the bus, please phone the Transportation Department at 874-9795.

## Foggy Weather Procedures

- Each morning during foggy weather, the Transportation Dept. personnel will assess visibility and road conditions prior to 6:45 am.
- If, in the opinion of the Transportation Dept., road conditions are unsafe, the buses will be delayed for one hour or in some cases, two hours. This decision to delay will be made by 6:45 am.

## **BUS SAFETY**

The safety of students riding the bus is of great concern. Students who distract the driver from concentrating on driving safely endanger the lives of many students. We expect good behavior while riding on our school buses and immediate student response to any request of the driver, who has sole authority and responsibility for transporting students safely.

**Authority of Driver** Students transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. The bus driver will inform students who ride the buses of expected behavior. Disorderly conduct or persistent refusal to comply with directions from the driver and/or other violations of the bus rules shall be sufficient reason for a student to be denied transportation in accordance with regulations of the governing board of the district.

**Consequences of Misbehavior** Students who misbehave at the bus stop or while being transported will be given a disciplinary referral and consequences as outlined in the conduct code.

Continued misbehavior on the school bus may result in a student being denied bus transportation in which case parents will be responsible for providing transportation to and from school.

**Prior to the beginning of the school day, a full breakfast is served in the cafeteria.**

## **BREAKFAST HOURS**

7:30 am to 8:00 am

## **INSURANCE**

The school does not provide students with insurance; however, optional student insurance paid by the parent/guardian is offered. Forms and information are sent home during the first week of school. Participation in some extra-curricular activities requires that students verify proof of insurance which is kept on file in the office.

## **COUNSELING**

A counselor is available to serve the educational, vocational, social, and personal needs of our students. The counseling team will provide classroom presentations, group counseling, and individual counseling. School wide needs assessments will be conducted to determine the needs of the students.

## **HEALTH SERVICES**

Students who become ill will report to the office with a pass from their teachers. Arrangements will be made with the family for the student to go home or stay in the rest area. **Students are not to use their cell phone to call or text message home if they are sick. They must report to the office. Under no circumstances should the student leave campus without permission.**

If a student has a health issue, parents should notify the school secretary or Health Clerk so that the condition can be made part of the student's health record. This requirement ensures that the school can help the student should an emergency arise. **Annually, parents must complete an update of their child's health record, regardless of whether an item has been noted in past years. State law requires that all students 7<sup>th</sup> – 12<sup>th</sup> grade receive the T-dap booster (whooping cough).**

School Health Services serve to supplement but not to substitute for responsibility of health care by parents. Diagnosis, treatment and medication are not functions of School Health Services nor are providing medical or dental treatment. The nurse does give sight and hearing

tests periodically on request.

Each year a hearing test is conducted for eighth grade students. A teacher, parent, school psychologist or administrator may refer any student to school health services for vision, hearing, or health assessment testing as needed. Also, all seventh grade girls and eighth grade boys receive scoliosis screening.

If you do not want your child to be tested, the State requires that a parent or guardian “May file annually with the principal of the school in which he/she is enrolled a statement in writing, signed by the parent or guardian, stating that he/she will not consent to a physical examination of his/her child.” (Ed. Code 49451).

**Medication** – All medication, prescription and over-the-counter distribution, must follow California State Health and Safety Codes and District policy. School personnel will give your child medication at school only if the following requirements are met:

1. Parent and physician complete the form – **Permission Form for administering Medication in School** (you may obtain a form at the school office).
2. Bring medication to the school office in a pharmacy-labeled bottle that includes student name, medication name, dosage and time to be given.

**It is important that parents complete all medical information regarding their child at the beginning of each year. Such information does not follow the student year after year.**

Permission form for Administering Medication in School must be updated yearly. You may have your doctor fax a copy of instructions to the school. Waterford Junior High School’s fax number is (209) 874-3652.

## **NEWSLETTER/SOCIAL MEDIA**

As frequently as possible and practical, a parent newsletter is mailed home with information regarding school activities, current school news and special student achievement information. Important dates are also noted in the monthly calendar on the school website. Be sure to watch for your copy in the mail. The school can be found on Facebook and Instagram. School updates and information will be distributed using social media.

## **PARENT GROUPS**

- o **ELAC** (English Learner Advisory Committee) – group comprised of Waterford parents and staff who meet regularly to assist in providing programs for English Learners.
- o **School Site Council** – A group comprised of Waterford Junior High School parents, students and staff who meet regularly to advise the principal and assist in specific projects and programs that will be beneficial to Waterford Junior High School. Meetings are held monthly.

## **REQUIRED INFORMATION**

In the unlikely event that an emergency would occur during the school day, it is critical that individual student information be updated prior to the beginning of each school year. Parents are required to update student registration information on the Infinite Campus Parent Portal. The school must be able to reach parents and/or other responsible adults at all times. It is important that contact information be kept current. This contact information should include all telephone numbers where parents might be reached, the parent’s place of employment and work telephone number, the name of the child’s physician and the telephone number of his (her) office, and the names of any friends or adults that the parent authorizes to be an emergency contact person. Federal and state laws require parents to complete specific forms each year. Parent cooperation is appreciated.



In case of serious or potentially serious accidents, attempts to contact parents will be made directly after the incident. Home phone number, cell phone number, work phone number and emergency phone number, if these numbers are available, will be used in attempting to reach the parents. The principal, school counselor, health clerk or school secretary will make the calls. In cases where serious injury is apparent or suspected these people will also notify the emergency unit (911) directly.

### **PHONES AND MESSAGES**

The mission of schools is education and to accomplish this mission, classroom and instructional interruptions must be kept to a minimum. Delivering messages to or public address interruptions of class only serves to defeat this mission. In compliance with state mandate, the Waterford Unified School District has decided that, except for a major emergency, we will not interrupt classrooms to deliver personal messages during instruction. We encourage parents to make sure that their child knows what s/he should be doing after school, before s/he leaves home in the morning.

### **TRANSFER TO ANOTHER SCHOOL**

In the event that a student will be transferring to another school, parents need to contact the office and notify school personnel of the anticipated last day of attendance. Students will need to get a checkout sheet from the office first thing in the morning of their last day of school. ALL textbooks, chromebooks, and library books must be returned to the library. Each teacher must sign the sheet as the student attends his/her class on the last day of school. Students will also need to check out in the office. Your checkout form will need to be returned to the office at the end of the day. Failure to follow these “check out” procedures may result in a delay of school records arriving at the new school. When a student moves to a new district, records will be forwarded upon the request of the new school district.

### **Short Term Independent Travel Study (subject to legislative changes)**

If a student is going to miss between three and fifteen consecutive school days for health or personal reasons, a meeting with the student’s School Counselor is required. Short-term independent study contracts must be completed at least three days prior to the student’s scheduled absences. Please note that whenever a student is absent for an extended period of time, their learning and grades can be negatively impacted.

### **NOTIFICATION OF PRIVACY RIGHTS OF PARENTS AND STUDENTS**

#### **Education Code Section 49063**

Federal and state laws grant certain rights of privacy and rights of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to parents of students age 17 and younger as well as parents of students age 18 and older if the student is a dependent for tax purposes, and students age 16 and older who have completed 10th grade, or students who are enrolled in an institution of post-secondary instruction (called “eligible students”).

### **STAFF/STUDENT COMMUNICATION**

#### **Education Code section 48911 (b)**

Federal and state laws permit a principal or designee to have an “informal conference” with “the student, and whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal or designee” to discuss the reasons for a proposed suspension before actually suspending the student. Only at the time the suspension is imposed is the principal required to contact the parent. (Ed. Code 48911 (d).) Therefore, one may infer that questioning of a student in advance of a decision to suspend is permissible without contacting the parent even if the parent has demanded he or she be contacted in advance. We respect the

privacy and confidentiality of our students and understand the importance of maintaining a safe and secure environment. All staff members are trained in handling sensitive information appropriately. Students can trust that their conversations with staff members will be kept confidential, unless there is a concern for their safety or the safety of others, or as required by law.

**In Loco Parentis:** In accordance with the legal doctrine of "in loco parentis," which means "in the place of a parent," staff members are entrusted with the responsibility of providing care and supervision to students while they are under our jurisdiction. This responsibility includes the authority to communicate with students directly, without the explicit permission of parents/guardians, when it is deemed necessary for the well-being and educational needs of the student.

## **PARENT CONFERENCES**

Parents are always welcome to come to school and discuss student progress, although an appointment should be made in advance so that staff members can be made available. If you desire to have a conference with a teacher or other faculty member, please contact the teacher via phone or in writing to set up an appointment. E-mail is the most efficient method of teacher/parent communication. When visiting the school, parents need to check in at the office. The school phone number is 209-874-2382.

## **REPORT CARDS AND PROGRESS REPORTS**

- **Academic Achievement** – It is expected that all Waterford Junior High School students will be “on task” and complete assignments as well as follow the directives of their teachers. Academic achievement is our primary goal! Report cards are mailed home after each semester. The following grading system is used.

### **ACADEMIC:**

- A** = Excellent
- B** = Above Average
- C** = Average or working to capacity
- D** = Below Average
- F** = Failing/ Unsatisfactory
- I** = Incomplete

The grades that students earn in school are very important. They indicate the quality of work that a specific student is accomplishing. Promotion to the next higher grade is not automatic and students who fail to achieve academic minimums will be retained in that grade. **Pupils with good attendance have a better chance of success in school.**

**Progress reports are mailed home three times each semester. These are not final grades.**

- **Weekly Grade Check** – If a child is having difficulty in school, arrangements can be made to have grades reported weekly. Parents should contact the counselor to arrange for weekly progress reports. Students need to pick up the grade check forms on Monday. **Students are responsible and accountable for obtaining grades on Grade Checks from the office and delivering them to their parents.**
- **Honor Roll** – The Waterford Unified School District provides Honor Roll recognition for students earning a “B” average or better in all subjects on the semester report card. A “B” average is a 3.0 grade point average.

- **Waterford Education Scholastic Society (WESS)** – WESS Students are recognized with the WESS Honor Roll award for exceptionally high scholastic achievement:
  1. A student must have earned a grade point average of 3.5
  2. No student will qualify for WESS who has earned a “D” or “F” grade, or who has an unsatisfactory citizenship grade.

### **PROMOTION STANDARDS**

Promotion to the next higher grade is governed by the Waterford Unified School District’s Board of Trustees Policy. The Board Policies and Administrative policies regarding promotion and retention are presented in their entirety:

#### **AR 5123**

#### **Promotion Requirements 7<sup>th</sup> and 8<sup>th</sup> Grades\***

Parents will be notified of the policy via Parent/Student Handbook, flyers at Back to School Night, and in meetings with the Academic Counselor. Letters will be sent home to parents/guardians of students in danger of ineligibility to participate in the promotion exercise after each grade reporting period.

#### **In order for an 8th grade student to be eligible for participation in the end-of-year eighth to ninth grade promotion exercise, the following requirements must be met:**

- The eighth-grade student will earn a cumulative grade point average (GPA) of at least a 1.5 (on a 4-point scale) for the eighth-grade by the end of the eighth grade-year.
- The eighth-grade student will earn no less than a "D minus" grade both semesters in each of the student's Mathematics, English Language Arts, Science and History/Social Science courses.
- The eighth-grade student will have no more than one "F" in any subject either semester.

Failure to meet these minimum academic requirements will result in non-participation in the promotion exercise. Students who have incurred financial obligations to the school will not be permitted to participate in the promotion exercise. Other requirements for participation in the promotion exercises are covered in the disciplinary section of the student/parent handbook. Parents/Guardians who wish to appeal a decision to retain may do so through the process outlined in district policy.

# *Information for Students*

## **ATTENDANCE POLICY**

In accordance with state law, parents are responsible for student attendance. Students are required to attend and be punctual to all classes and activities to which they are assigned. Excused absences include: illness, medical, dental or optometry appointments, funerals, court appearances and participation in approved school activities. Parents should be aware of the importance of school attendance in achieving educational success. If attendance is irregular or excessive, the student and parent may be mandated to go before the School Attendance Review Board (SARB) which is operated by the Stanislaus County Sheriff's Office. Waterford Junior High School practices period attendance. Students returning to school after an absence should report to the office before the start of class. Unverified absences will result in the student being required to attend Saturday School.

1. Reporting absences:

Parents should call their school's attendance office the morning of a student's absence. All absences must be cleared within **48 hours** of returning to school by their parent by either telephoning or sending a note to school. Make-up work must be completed within five (5) school days.

2. Extended absences:

**Short Term Independent Travel Study:** Students may request the opportunity to complete an independent study contract during a planned, pre-approved absence. Such absences will not exceed 15 consecutive school days. Parents and students must request an independent study contract from the school office at least three (3) days prior to the planned absences. Such absences will normally be a minimum of three days.

**Home/Hospital Instruction:** A student absence due to serious illness/injury may qualify for home and hospital instruction. Parents should contact the school office for further information.

3. Unexcused absences:

A student is considered legally truant when absent from school without a valid excuse for more than three days or tardy in excess of 30 minutes on three or more days in one school year. (Education Code 48260). **Truancy may result in Saturday School, a student/parent/administration conference, referral to the District Educational Services Team (DEST) and/or referral to the School Attendance Review Board (SARB).** School Attendance Review Teams and School Attendance Review Boards are established to meet the special needs of students with school attendance problems or school behavior problems. The SARB has the authority to require that parents and students take certain measures to correct inappropriate behavior, including referring the student and/or parents to community agencies for assistance, and/or suggesting adjustments to the school assignment.

4. Tardiness:

Tardiness is being late to school or class. If a student is late to first period, or to school, they must report to the office. If they are late to any other period, they are to report directly to their assigned class. Students are expected to be in class, ready for instruction, on time.

**Students who are tardy can expect the following Discipline Steps:**

- 1st Tardy: Verbal warning by Teacher
- 2nd Tardy: Verbal warning by Teacher
- 3rd Tardy: Teacher to discuss with student, WARNING documented on Tardy Step Form
- 4th Tardy: Tardy Step 1, one detention issued
- 5th Tardy: Tardy Step 2, two detentions issued, referral to Behavior Prevention Support Assistant (BSPA), phone call home by BSPA
- 6th Tardy: Tardy Step 3, Saturday School issued, referral to Behavior Prevention Support Assistant (BSPA), phone call home by BSPA, assigned a "U" for citizenship
- 7th+Tardy: Tardy Step 4, referral to administration, parent contact, alternative consequences, referral to multi-tiered systems of support (MTSS) team, loss of extra curricular activities for the remainder of the semester

At the beginning of each semester tardy records will be cleared, and tracking of tardies will start over.

**MAKE-UP WORK DUE TO ABSENCES**

When students are absent, the student is responsible for make-up assignments. The teacher may set time limits for make-up assignments. If a student will be absent for more than three days, parents may request assignments by phoning the school office.

Suspended students may be furnished with missed class work **at the discretion of the individual teacher**. A parent/guardian should call the office to request such work.

**HOMEWORK**

Most homework that students are assigned is available through Google classroom. A student should plan on having daily homework. Teachers may allow time for completion during the class day. However, if students do not finish within the class time, work is to be done at home. Each student should plan a regular daily study time. With appropriate parent monitoring, the completion of all assignments is the responsibility of the student. For students with excessive missing assignments, interventions will be assigned, which may include Lunch Crunch (students eat lunch and work on missing assignments while supervised by school staff), after school homework support/tutoring, and Saturday School.

## SUMMARY OF INELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

ACADEMIC	Length of Ineligibility
<ul style="list-style-type: none"> <li>Less than a 2.0 GPA on quarter report card or last semester grade report card</li> <li>2 or more F's on quarter report card or last semester grade report card</li> <li>2 "U" citizenship marks on quarter report card or last semester grade report card</li> </ul>	<p>The following quarter</p> <p>The following quarter</p> <p>The following quarter</p>
ATTENDANCE	
<p>Eligibility for school activities/sports will be based on an unexcused absence rate of 10% of days enrolled or greater during each quarter and at the end of each semester. If attendance improves, the student may petition to be removed from the Ineligibility List at any time (if unexcused absence rate falls below 10%) and/or by Administrator discretion. His or her decision is considered binding and not subject to further appeal.</p> <p>7+ Tardies in any one class or more</p> <p><u>Daily Participation</u></p> <ul style="list-style-type: none"> <li>Students may not participate in extracurricular activities/sports for any day that they did not attend over 50% of the school day, including last period</li> <li>Students may not participate in school organized sports any day they have been excused from PE for medical reasons.</li> </ul>	<p>Until attendance improves to a less than 10% unexcused absence attendance rate</p> <p>Remainder of semester</p>
FINES/FEES OWED	Until paid
SUSPENSIONS	
<ul style="list-style-type: none"> <li>5 day suspension, and/or</li> <li>2 suspensions within the same semester</li> </ul> <p>Note: If additional suspension(s) occur during the 8 week ineligibility period, the period of ineligibility will be extended for an additional 4 weeks for each subsequent suspension.</p>	8 consecutive weeks
CONTROLLED SUBSTANCE	
Possession, use or under the influence of a controlled substance.	
<p>1st offense</p> <p>2nd offense</p> <p>Subsequent offenses</p>	<p>8 consecutive weeks</p> <p>12 consecutive weeks</p> <p>Remainder of the school year and graduation ceremony if infraction occurs in 8th grade year.</p>
Sell, furnish, or unlawfully offer, arrange, or negotiate to sell a controlled substance (alcohol, tobacco, drugs)	
<p>1st offense</p> <p>2nd offense</p>	<p>Remainder of the school year and Graduation ceremony if infraction occurs in 8th grade year.</p> <p>Full calendar year</p>

## \*4th QUARTER INELIGIBILITY FOR 8TH GRADERS

<ul style="list-style-type: none"> <li>• Failure to meet academic promotion requirements</li> <li>• 7+ tardies in any one class during 4th quarter</li> <li>• 2 or more "U" Unsatisfactory citizenship marks</li> <li>• Debts owed to the school</li> </ul>	<p><b>* All of the LISTED offenses will result in a loss of associated promotion activities, including the Graduation Dessert Social and the Graduation Activity Day.</b></p>
<ul style="list-style-type: none"> <li>• Failure to meet academic promotion requirements</li> <li>• an Offense involving a controlled substance (alcohol, tobacco, drugs)</li> <li>• 3 or more unexcused absences</li> <li>• 2 or more suspensions</li> <li>• One 5-day suspension</li> </ul>	<p><b>*All of the LISTED offenses will result in a loss of all promotion activities, including the Graduation Dessert Social or dance, the Graduation Activity Day, and the Graduation Ceremony/Promotion Ceremony.</b></p>

**\* Loss of privileges applies to activities that occur within the school calendar year of ineligibility.**

**NOTE TO ALL STUDENTS:** The District reserves the right to exclude a student from the graduation ceremony or other activities for a flagrant infraction of the Student Conduct Code/Handbook.

### GRADUATION PRACTICE EXPECTATIONS

The graduation/promotion ceremony is a dignified event, where students are expected to exhibit positive and professional behavior. Therefore, students are expected to behave as such during each day of graduation practice, by listening carefully to instructions, following directions, and refraining from disruptive behavior.

**The following actions will be taken for students who do not follow graduation practice expectations:**

**1st offense:** warning to student

**2nd offense:** warning to student, phone call to parent

**3rd offense:** exclusion from ceremony, dessert social or dance, and activity day

### ATHLETICS

Waterford Junior High School sponsors after school boys' and girls' sports teams, which are considered extra-curricular activities. Participating students must also be covered by a sufficient amount of insurance with a family accident policy. Supplemental insurance is available (see *Insurance pg. 7*). Participation in athletics is a privilege. Students must meet school attendance, academic, and behavior eligibility criteria in order to participate, including no fines owed to the school. Students must attend at least 50% of the academic day periods, including the last period of the day, to participate in any after school activities that day. All students must have a physical, a GPA of 2.0 or above with no more than one "F" letter grade, and no more than one unsatisfactory citizenship grade to participate in school athletics. Student eligibility will be determined by grades on quarter report cards and semester grades unless administrator permission is granted for a weekly grade check. To be eligible to participate in a scheduled

“team” athletic competition, the team member (athlete) must have fully participated in his/her most recent Physical Education Class, if that class is scheduled the same day as the game/meet. Athletes must have passed a physical exam before they can participate in practice or games. Forms are included in the Athletic packet. Additionally, absences related to requested Independent Study will not affect the players ability to participate for unexcused absences, if upon return, the Independent Study contract is completed in full. If incomplete, the player will not participate in the next game.

### **EXTRACURRICULAR ACTIVITIES**

**The Student Leadership Team** handles student body affairs. Members of the team include the President, Vice President, Secretary, Treasurer and elected representatives. Student body officers are elected. Together the student officers plan and sponsor activities that make school fun for students and staff. Participating in school activities will make your stay at Waterford more enjoyable.

### **DANCES**

Dances are held periodically during the school year hosted by the Student Leadership Team. Students may not arrive late unless brought by a parent and they may not leave before the end of the dance. Students may not attend the dance if they did not attend school for at least 50% periods, including the last period, on the day of the dance. All school rules and consequences for misconduct are in effect at dances. Students must meet school attendance, academic, and behavior eligibility criteria in order to attend dances, including no fines owed to the school. The same conduct and behavior rules that cover daytime activities also cover any and all after school activities.

### **REWARDS DAY**

All students have the opportunity to participate in “Rewards Day” held once each semester to reward students for academic achievement and good choices. On Rewards Day, students participate in a variety of activities, and are eligible to win prizes.

In order to be eligible to participate in Rewards Day, students must:

- have had no Ds/Fs on the last progress report/quarter grade/semester grade
- have no assigned Saturday Schools, In-House Suspension, Home Suspension

### **PERSONAL VALUABLES**

For your own protection, cell phones, iPods, radios, CD players, and other valuable articles should be left at home, as the school is unable to guarantee the security of these items while they are on campus. In addition, these items too often prove to be an interruption of classroom instruction. Should a student be found in possession of any of these items, or any other item of significant value, the item will be confiscated.

*(NOTE: The school and/or staff are not responsible for any personal property, even if such property has been confiscated by a school employee)*



# ***Student Services***

## **FOOD SERVICES**

**Cafeteria** – Breakfast and lunch are served on a daily basis. We expect students to act appropriately at all times. Students who throw food or litter may be denied the use of the cafeteria.

## **FOOD**

Waterford Junior High School follows policies and recommendations of the federally mandated “Healthy Kids Act”. **SODA, ENERGY DRINKS, COFFEE, CANDY, GUM and SUNFLOWER SEEDS (OR ANY OTHER NON-CAFETERIA FOOD) ARE NOT ALLOWED ON CAMPUS AT ANY TIME.** Due to health and safety concerns, students may not sell or share any of their food items with other students.

Students are permitted to bring sack lunches.

## **LUNCH EXPECTATIONS**

All students are expected to observe the following rules:

1. Always be polite and courteous to everyone.
2. Remain in designated eating areas until finished eating; food is not to be taken out of the eating area.
3. Cutting in line or saving places is not allowed.

**Consequences:** Students who violate lunch behavior expectations will first be warned. Additional offenses will result in campus beautification, restricted lunch time, and/or detention.

## **Textbooks, Library Books, & Student Materials**

**Textbooks** – Textbooks and library books checked out are the responsibility of the student. At the beginning of the year, the student will check the book as to the condition **and report any damage to the office at the time the book is issued.** If the book is lost, stolen or excessively worn when returned at the end of the year, the student will be required to pay for damages. Students are encouraged to cover textbooks with protective material. All textbooks from last year must be turned in or paid for before textbooks will be issued.

**Library Books** – Books are checked out for two (2) weeks while magazines and reference books are checked out overnight. They may be returned anytime, before their due date, when the library is in operation. Students may renew books if they have not been reserved by other students. It is very important to return books on time. Students with overdue books may not check out any materials until the late books are returned.

Students should take care of borrowed materials. This includes having clean hands when reading, carrying books safely, protecting materials from young children and pets, and reporting any damage to the library staff. Students are not permitted to check out books for other students.

Students are encouraged to utilize the services of the Stanislaus County Public Library, Waterford Branch, which is located at 324 E Street, Waterford.

## **COMPUTER USE**

Use of the school's computerized information systems, including the Internet, is a privilege, not a right. Specific guidelines regarding computer and Chromebook use are listed in the WUSD Device Agreement that students receive and sign at the beginning of each school year.

## **P.E. LOCKERS**

All students will be issued a locker for their physical education class. The following rules apply to locker use:

- ✓ Use only the master padlock provided by the school.
- ✓ Do not share the combination with others.
- ✓ Do not share the locker with anyone.
- ✓ Make sure to spin the lock dial and tug on the lock each time you close the locker to ensure that the handle has fastened.
- ✓ Do not keep valuables in the locker.
- ✓ Students are responsible for the condition of the locks and will be assessed for any damages.

## **I.D. CARDS**

All students will receive identification cards with his or her photograph at no charge.

## **PASSING TIME**

Three minutes are allowed to move from one class to another. This is enough time for you to go from one room to another room and be in your seat ready to work when the tardy bell rings. Students in the halls are expected to be **Positive and Professional** at all times. Running, shouting, and banging on the walls is forbidden.

## **RESTROOMS**

Restrooms are open for student use throughout the day. During class time students will only be excused in case of an emergency or if a doctor's note is provided to the office. Students will need to obtain a hall pass from the teacher to use the restroom. Students using restrooms are to cooperate with staff members checking or supervising the areas. Restrooms are not to be used for "social gatherings". No food is allowed in the restroom area.

## **ASSEMBLIES**

Student assemblies are held periodically throughout the school year. Students should show pride for themselves and their school by being **Positive and Professional** at all times. Any student who does not cooperate will be excluded from the program and subject to appropriate disciplinary consequences.

# ***Behavior Management & Discipline***

## **ACADEMIC HONESTY**

All work submitted by students should be a true reflection of their effort and ability. If it is not, then the student has demonstrated unacceptable behavior. The following instances are considered cheating:

- Claiming credit for work that is not the product of one's own honest effort (plagiarism)
- Providing unwarranted access to materials or information so that credit may be dishonestly claimed by others
- Knowledge and tolerating of either of the foregoing circumstances

Any behavior, which can be defined as cheating, represents a violation of mutual trust and respect essential to education at Waterford Junior High School. Students who cheat should expect to be confronted by their teacher and be subject to the following penalties:

- A "zero" on the submitted work
- Progressive discipline for repeated offenses
- Notification of parents

If a student is found to have cheated a second time or is involved in a particularly serious act of cheating, that student may be expelled from school.

## **CLASSROOM CITIZENSHIP EXPECTATIONS**

Waterford Junior High School students and teachers place much value on the classroom experience and take pride in their cooperative efforts. Assignment of citizenship marks is at the discretion of teachers. Parents and guardians are invited to contact teachers if they have questions or concerns regarding Citizenship marks assigned to their student.

Students will receive a citizenship mark each quarter from each of their classroom teachers. The mark will be based solely on the citizenship displayed in each teacher's classroom. Students will receive a mark of "outstanding," "satisfactory," "needs improvement," or "unsatisfactory" based on the Citizenship Guidelines. The Citizenship mark for each class will be shown on the student's report card.

### **Outstanding Citizenship Guidelines:**

- ✓ Attend class regularly.
- ✓ Enter class on time.
- ✓ Come to class with the necessary materials.
- ✓ Complete homework assignments.
- ✓ Meet deadlines.
- ✓ Complete independent work as assigned.
- ✓ Exercise reasonable care of school property.
- ✓ Show respect for others.
- ✓ Not interfere with the learning of others.

### **Unsatisfactory Citizenship Guidelines:**

- ✓ Students have four or more tardies in that class.
- ✓ Students have been suspended from class or school as a result of classroom behavior in that class.

- ✓ Students have four or more STEP referrals for minor classroom infractions.
- ✓ Student has been caught cheating two or more times.
- ✓ Excessive non-dress/use of loaner clothes in PE and/or refusal to wear loaner clothes offered, one or more times.
- ✓ Misuse of Chromebook and inappropriate internet searches documented one or more times during that class.

Behavior that is not considered outstanding or unsatisfactory may be marked as satisfactory. Students who do not meet the criteria for a “U” but have less than satisfactory citizenship may be given an “N” (Needs Improvement).

## CONDUCT CODE AND CONSEQUENCES

**Universal School Rules** – Students have the right to a quiet, orderly, and safe learning environment. To help achieve this condition, the school has established the following universal rules in addition to each teacher’s classroom rules:

- A. Students must respect the rights of others**
- B. Students must not interfere with the learning of others.**
- C. Students are expected to show respect for and pride in school property.**

Students and teachers have a right to a safe campus in which mutual respect exists and learning is the primary objective. The Waterford Junior High School administration is committed to sustaining this climate through a system of positive recognition programs, student assistance interventions, and a variety of disciplinary consequences.

Waterford Junior High School expects students and staff to immediately report incidents of bullying to the administration (principal, assistant principal, school counselor, and or the BSPA). Teachers and students are trained at the beginning of the school year on the seriousness of bullying and ways to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be investigated. Students also have the opportunity to use *Stop It*, which is an online application, to anonymously report incidents that they may not otherwise be willing to share with a staff member.

Staff will thoroughly and confidentially investigate each complaint of bullying and as appropriate, apply consequences and/or interventions according to WUSD board policy and California Education code.

General behavior guidelines will be defined in the following pages. The administration, as a matter of course in dealing with behavioral violations of a less severe nature, will use a number of progressive disciplinary interventions which include the following: counseling with students, parent conference, referral to community resources, detention, homework room, Saturday School, community service and suspension.

The following guidelines reflect progressive classroom discipline where the referral continuum is summative for each semester AND is subject to interpretation and adjustment by school administrators for classroom infractions, **including, but not limited to, FAILURE TO:**

Follow instructions	Dress for Physical	Stay in seat and on	Properly use
---------------------	--------------------	---------------------	--------------

	Education	task	materials
Enter and exit the classroom appropriately	Ask permission	Respect “Hands off Policy”	Treat others with verbal respect (i.e. no verbal put downs, use of profanity, etc.)
Properly dispose of trash	Avoid blurting out in class	Have cell phone turned off and put away	Respect classroom and/or teacher property

**Students who commit minor infractions during class time can expect the following Discipline STEPS:**

*\*a warning prior to a 1st STEP referral is at the discretion of the teacher.*

- 1<sup>st</sup> STEP Referral:** 1 Detention, teacher contacts parents
- 2<sup>nd</sup> STEP Referral:** 2 Detentions, teacher contacts parents, referral to Behavior Prevention Support Assistant (BSPA)
- 3<sup>rd</sup> STEP Referral:** Saturday School, Possible Behavior Plan, parent conference with parents, student, teacher, and administrator
- 4<sup>th</sup> STEP Referral:** Suspension alternatives assigned, parent contact by administrator, referral to MTSS team for intervention support

For behavioral violations occurring outside of class time, consequences are subject to the discretion of the school administrator(s). Severe violations will result in more severe consequences, that may include home suspension.

**DETENTION** – *A detention is a disciplinary action which requires a student to be at school beyond the regular school day for a specified period of time.* Holding students after school for up to fifteen minutes, provided they do not miss the bus, is not considered detention. Detention shall be limited to one (1) hour on Tuesday or Thursday from 2:40 p.m. to 3:40 p.m. All detentions must be supervised by an employee of the District. Detentions may be assigned by the classroom teacher, school staff, and by school administration. Students may be required to sit quietly, complete reflective activities, and or complete community service/work detail during detention. Students who fail to attend an assigned detention will be assigned an additional detention, and/or given alternative consequences. Students who miss two assigned detentions will be assigned Saturday School.

**SATURDAY SCHOOL** – *A Saturday School is a disciplinary action/intervention which requires a student to attend school on a Saturday for a specific period of time.* Saturday Schools are held during the school calendar year as needed from 8 a.m. to 12 p.m. When a student is assigned Saturday School, parents will be notified by a phone call and/or in writing. Students must report to Saturday School on time, or they will not be allowed to participate. Students who do not attend a scheduled Saturday School are subject to at-home suspension the following school week.

**GROUND FORS SUSPENSION AND EXPULSION (Ed. Code 48900)**

Interpretation of the following guidelines by the school administration will take into account the frequency, severity, and grade level at which the behavior problems occur. Maximum penalties are not absolutes; repeated or severe infractions of any offenses may result in expulsion. Any

gang-related offenses or behaviors which appear to be “ganging behavior” will result in a student being suspended for five days on the first offense and/or recommended for an alternative education placement or expulsion depending on the nature and severity of the offense.

**SUSPENSION FROM CLASS** – *A teacher may suspend any student from the teacher’s class for any violation of Ed. Code. 48900, for that day and the following day.*

- The teacher shall send the student to the principal/designee for appropriate action. If that action requires the continued presence of the student at the school site, the pupil shall be under appropriate supervision.
- As soon as possible, the teacher shall ask the parent/guardian of the student to attend a parent/teacher conference regarding the suspension. If an in-person parent conference cannot be arranged, a telephone conference may be substituted. A school administrator shall attend the conference if the teacher or parent/guardian so requests.
- The student shall not be returned to the class during the period of suspension without the concurrence of the teacher and the principal. A student suspended from a class shall not be placed in another regular class during the period of suspension, Ed. Code 48910.

**HOME SUSPENSION** – *Suspension is a disciplinary action which results in the removal of a student from ongoing instruction for a period of time. (1 to 5 days.)* Suspension by an administrator shall be preceded by an informal conference between the administrator and the student unless an emergency situation exists as determined by the principal or designee. A student’s parent/guardian shall be notified in writing of the suspension. Although the District is not required to hold a conference with the parent/guardian, the parent/guardian is required to attend such a conference when so requested by the District. After 20 days of suspension, the student is automatically recommended for expulsion to the Waterford Unified School District Board of Trustees.

**EXPULSION** – *Expulsion means the removal of a student from enrollment in a school of the District as ordered by the Board of Trustees.* Expulsion may be ordered by the Board for any of the acts listed under Grounds for Suspension and Expulsion when other means of correction have failed to bring about proper conduct, or when a student’s presence causes continuing danger to other students. State law provides for full due process rights in any order of expulsion. Parents of an expelled student are required to notify the receiving district the student has been expelled and the reasons for expulsion. (Ed. Code 48915.1)

**ANY OF THE FOLLOWING MAY RESULT IN EXPULSION**

- \* May result in referral to law enforcement agency and/or fire marshal.
- \*\* Possession of a firearm(s) and certain knives and other weapons requires notification of Law Enforcement personnel.
- \*\*\* The principal or designee must notify appropriate law enforcement personnel.

#### **Education Code Section 48900**

* a (1)	Caused, attempted to cause or threatened to cause physical injury to another person.
** b	Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other objects which could be considered dangerous unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a certified school employee, with the principal or designee's concurrence.
*** c	Unlawfully possessed, used, sold or otherwise furnished or been under the influence of any controlled substance as defined in the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
*** d	Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, sub-stance or material and presented same as a controlled substance, alcoholic beverage or intoxicant.
* e	Committed or attempted to commit robbery or extortion.
* f	Caused or attempted to cause damage to school property or private property.
* g	Stole or attempted to steal school property or private property.
* h	Possessed or used tobacco, or any products containing tobacco or nicotine products (except in the very limited instance of nicotine as an ingredient of a prescribed drug that requires ingestion during school hours) including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
* i	Committed an obscene act or engaged in habitual profanity or vulgarity.
* j	Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
* k	Disrupted school activities or otherwise willfully defied the valid authority of supervisor's, teachers, administrators, other school officials or other school personnel engaged in the performance of their duties. May include intimidating and menacing behavior and possession of objects that are prohibited and/or considered disruptive. Prohibited objects include any electronic signaling device without prior principal/ designee approval.
* l	Knowingly received stolen property or private property.
* m	Possessed an imitation firearm.
** n	Committed or attempt to commit a sexual assault or battery.
* o	Harassed, threatened or intimidated a student witness.
* p	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
* q	Engaged in, or attempted to engage in, hazing as defined in Section 32050.
* r	Engaged in an act of bullying
* r (2)(A)	Engaged in an Electronic act of bullying

**California's Education Code declares that disciplinary action may be taken for the following**

**offenses. Many of the following behaviors are also illegal:**

- |   |   |
|---|---|
| 1. Causing serious physical injury                    | 26. Possession of Stolen Property                 |
| 2. Attempt/Threat/Intimidate                          | 27. Harassing a witness                           |
| 3. Fighting   | 28. Trespassing                                   |
| 4. _____ (intentionally left blank)                   | 29. Forgery                                       |
| 5. Possessing a dangerous object                      | 30. Gambling                                      |
| 6. Used/possessed alcohol/drugs                       | 31. School bus misbehavior                        |
| 7. Furnished/sold alcohol/drugs                       | 32. Disruption                                    |
| 8. Possessing Drug Paraphernalia (including lighters) | 33. Leaving Campus                                |
| 9. Robbery/Extortion                                  | 34. Cell/Pager/Electronic Device                  |
| 10. Assault/Battery on School Employee                | 35. Dress Code Violation                          |
| 11. Harassment/Threats                                | 36. Truancy                                       |
| 12. Hate/Hazing/Bullying                              | 37. Tardy   |
| 13. Racial/Ethnic Prejudicial Behavior (overt/covert) | 38. Cheating/Plagiarism                           |
| 14. Sexual Assault                                    | 39. Bullying/Cyber-Bullying                       |
| 15. Sexual Harassment                                 | 40. Assault/Battery on any school employee        |
| 16. Terrorist Threat/Bomb                             | 41. Possession imitation firearm                  |
| 17. Fire/Arson  | 42. Furnished/sold prescription drug Soma         |
| 18. Vandalism/Destruction                             | 43. Possessing a dangerous object                 |
| 19. Theft/Burglary                                    | 44. Unlawful possession of a controlled substance |
| 20. Tobacco   | 45. Furnished/Sold firearm                        |
| 21. Obscene Act/Habitual                              | 46. Brandishing a knife                           |
| 22. Defiant/Disobedient                               | 47. Unlawful sale of a controlled substance       |
| 23. Willful Defiance                                  | 48. Possession of Explosive                       |
| 24. Unsafe Behavior                                   |   |
| 25. Gang Behavior                                     |   |

**DRESS AND PERSONAL APPEARANCE**



School is a professional setting and students are expected to be suitably groomed and to wear clothing that is neat, clean and appropriate. If at any time a student's clothing is such that it disrupts the educational program, the student shall be notified and may be sent home to change into appropriate attire. Students' clothing and attire must not be unsafe or present a potential hazard either for the students or those around the student. The law requires that appropriate and safe footwear will be worn at all times.

The Waterford Junior High School dress code applies during the school and at all school activities both on and off campus. In general, school dress and shoes should be such that they ensure the health, welfare and safety of the members of the student body and enhance a positive image of our school. Any form of dress or grooming that distracts or is disruptive to the educational process is unacceptable.

Therefore:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements. Mesh clothing is not allowed.
2. When a student is participating in school activities, his/her dress and grooming will not disrupt his/her performance or that of other students, or constitute a health threat to any other persons.
3. Dress and grooming will not be such as to disrupt the learning process.
4. Hats/baseball caps and sunglasses may NOT be worn at school. No hoods indoors or outside in warm weather. For sun protection, white or tan colored hats with a four inch brim all the way around will be allowed outside the classroom.
5. Flags and replicas or facsimiles of flags are not allowed on campus unless prior permission is granted by school administration.
6. Gang-related apparel and gang paraphernalia (even if the student disavows knowledge of the particular item's relationship to gang identity) which symbolize gang membership or affiliation may not be worn. "Colors" are defined as a display or exhibition by an individual or group of students which designates identification with or membership in a group which advocates or participates in disruptive or illegal behavior. School administrators are the final authority in determining what clothing and colors indicate gang activity. Any clothing that suggests or promotes gang affiliation is prohibited. This includes but is not limited to sagging pants, red, blue, baby blue or hanging belts, suspenders off the shoulders, gang-related initials, letters, numbers, or Old English Writing on belt buckles, bandannas, chains, etc. Under no circumstances are students to wear more than one red or one blue item.
7. Clothing, jewelry, and other accessories, which present a safety hazard to the wearer or others, are not allowed. Jewelry, make-up, and nails should be appropriate for school and not interfere with normal school activities. No spiked metal or plastic objects (bracelets/choker necklaces/belts) and no rubber bands on wrists, body piercing that interferes with school activities and/or is hazardous to the student or others. Wallet chains are not allowed on campus.
8. Vulgar or obscene language and suggestive pictures on clothing is not allowed. In addition, including attire that advocates, advertises or symbolizes alcohol, drugs, tobacco or acts which are illegal, violent, obscene, or hazardous to one's health are not allowed. Explicit or implied profanities and/or obscenities on clothing are not allowed.
9. Any clothing, hair dye or hair style that may be considered in the judgment of the site administrator to be disruptive or unsafe to students or staff is not allowed.
10. Face painting (even partial) is not permitted without prior administrative approval.

- No strapless, halter, tie tops, spaghetti straps, backless garments, tube tops, low cut tank tops, see-through outfits, muscle shirts or fishnet tops. All undergarments must be covered. Shoulder straps must be 2 inches wide.
- Tops should come below tops of pants with no midriff showing when arms are raised.
- Tops may not be more than one size too large and may not be too tight.
- No inappropriate picture print, sport or merchandise logos on shirts will be allowed. Inappropriate shirts covered by other shirts or jackets are in violation of dress code.

#### **SHORTS/ SKIRTS/ PANTS**

- Pants may not be worn below the waist (sagging or bagging). Pants must fit at the waist and not be more than one size too large or one size too small. Underwear may not be visible at any time.
- Clothing may not be so large or bulky that disruptive or unsafe items could be concealed.
- Rolled pant legs and/or rubber bands around pant legs as a sign of any gang affiliation are not allowed.
- Any messages on the back of pants, shorts or skirts are not allowed.
- No boxers will be worn as shorts.
- Pajamas and slippers are not allowed.
- Holes in pants are acceptable below fingertips. Frayed pants are acceptable as long as visible skin follows fingertip rules. Clothing, which may reflect a student's financial situation rather than a violation of school policy, should be addressed with the site administrator or guidance counselor.
- Clothing worn must be no shorter than the student's fingertips when the student stands straight with arms at their sides; regardless of what is worn underneath i.e. nylons, leggings etc.
- Leggings and/or tights may not be worn as an outer garment and must be covered with an article of clothing which meets the fingertip length requirements stipulated by this dress code.

#### **HATS**

White or tan colored hats with a 4" brim all the way around may be worn outside the classroom. Beanies are allowed on very cold days; however, they must be removed at the first bell. Sweatshirt and/or Jacket hoods are not to be worn indoors.

#### **HEADGEAR**

Headgear of any type is not allowed on the Waterford campus except for "Appropriate Hats" (see above). This includes such items as hairnets, headbands, bandanas, dew rags, and beanies.

#### **SHOES**

Shoes must be worn at all times. Shoelaces must be properly tied. There are to be no red, blue, or baby blue shoe laces. No shoe stuffing is allowed. Flip flops, socks without shoes, beach-like footwear, slippers (house shoes), or shoes of excessive height are not safe or appropriate for school and are not allowed.

#### **GROOMING**

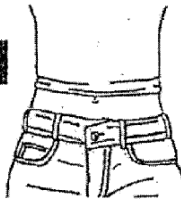
1. Students are expected to do their grooming at home.
2. Curling irons, hair dryers, make-up, perfume, nail polish, hair spray, and eyelash curlers are not allowed at school.

Consequences – If a student is deemed to be wearing inappropriate clothing, he/she will be asked to change the item and cannot return to the educational environment until doing so. Parents will be contacted. Confiscated items will be returned to the student's parent/guardian. Either school detention or Saturday School may be assigned. Further offenses may result in discipline including, but not limited to, suspension alternatives.

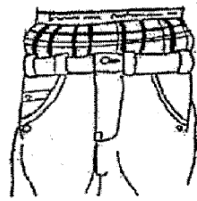
- 1st Offense: Warning, parent contact
- 2nd Offense: 1 detention, parent contact
- 3rd Offense: Saturday School, parent contact, referral to Behavior Prevention Support Assistant (BSPA)
- 4th Offense: Suspension Alternatives assigned, parent contact, parent invited to a conference

# DRESS CODE STANDARDS

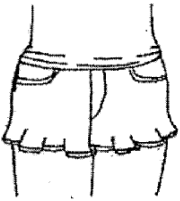
## *Inappropriate Dress*



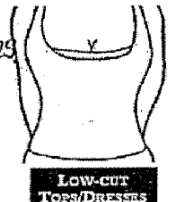
**BARE-MIDRIFT TOPS**




**VISIBLE UNDERWEAR  
SAGGING PANTS**



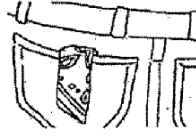
**EXCESSIVELY SHORT  
SHORTS/SHORTS**




**LOW-CUT  
TOPS/DRESSES**



**SEE-THROUGH CLOTHING/  
EXPOSED UNDERGARMENTS**



**GANG-RELATED  
CLOTHING/  
ACCESSORIES**



**CLOTHING PROMOTING  
DRUGS/ALCOHOL**

School should be a positive and safe learning environment. Your clothes should reflect this!

Use good judgment when choosing your outfits and follow our dress standards.

*REMEMBER:*  
HATS & SUNGLASSES SHOULD NOT BE WORN IN CLASS.  
WALLET CHAINS ARE NOT ALLOWED AT WHS.

*NOTE: STRAPS MUST COVER BOTH SHOULDERS*

*These are examples of inappropriate school dress.  
The complete DRESS CODE is printed in the Student Conduct Code and in the Parent Information Directory.*

## **CLOSED CAMPUS**

A CLOSED CAMPUS means the following:

- o Upon entering the campus in the morning or being dropped off on the street by parent/guardian, students are to remain on the school grounds for the rest of the day.
- o Students who leave campus during the school day for any reason without parent permission are considered truant.

If you must leave during the day, follow this procedure:

Bring a note or have your parents call if you must leave campus for a doctor or dental appointment, go home, etc. Before leaving school, be sure to sign out in the office, and sign back in when you return.

## **HALL PASSESS**

Students are required to have a signed hall pass any time they are out of their classroom during class time and should only leave the class in an emergency or if called to the office.

## **ELECTRONIC DEVICES**

Electronic devices including cell phones, iPods, EARBUDS etc., unless such a device is medically prescribed and a doctor's note is submitted to the office indicating that the device is medically required, must be turned off and not seen. Cell phones may not be carried in the back or front pockets of pants or shorts (as they may be visible). Electronic devices owned by the school district are subject to search without prior notification to the student or parent/guardian.

**Students who violate electronic device policies listed above can expect the following consequences:**

<b>1<sup>st</sup> offense:</b>	<b>Student warned, device confiscated and returned to student at end of the school day.</b>
<b>2<sup>nd</sup> offense:</b>	<b>Device confiscated, detention assigned.</b>
<b>3<sup>rd</sup>-5<sup>th</sup> offense:</b>	<b>Device confiscated, parent or guardian required to pick up device, detention assigned.</b>
<b>6<sup>th</sup> + offense:</b>	<b>Device confiscated, parent or guardian required to pick up device, Saturday school assigned.</b>

## **LITTERING**

Litter receptacles are placed in convenient locations on campus. Please use them and help keep our campus clean. Students who litter will first be warned and directed to pick up their trash and deposit it in a garbage can. Additional littering offenses will result in additional discipline. As a disciplinary consequence, students caught littering may be required to pick up additional trash in the area that they littered.

## **TRANSPORTATION DEVICES**

All transportation devices that are ridden to school and parked at the school-provided rack should be licensed. During the school day, the rack is out of bounds to students. Always keep your transportation devices secured. Remember that the school does not accept responsibility for your transportation devices. Rack hours are:

7:30 am – 8:00 am – 2:30 pm – 3:00 pm

***All transportation devices may not be ridden on school grounds. Failure to adhere to this policy may result in them being confiscated and held for parents to pick up.***

# ***Prevention & Support Services***

## **GANGS AND GANG ACTIVITY**

The Waterford Unified School District is concerned about the safety and behavior of all students in the District. Its ultimate goal and responsibility is to ensure a safe learning environment on our campuses and maintain orderly student conduct.

The Board of Trustees believes that gang activity is dangerous and damaging to the health and safety of students. The Board desires to keep District schools and students free from the threats or harmful influence of gangs or other groups which advocate disruptive, intimidating/ menacing, and/or harmful behavior. Gangs are a community problem and a national challenge. A systematic, comprehensive, and collaborative approach that incorporates prevention, intervention and suppression strategies is necessary. Prevention offers the greatest hope; by keeping children from joining gangs, the rising tide of terror and violence can be halted.

The Waterford Unified School District will do everything possible to maintain a positive climate that is sensitive to the needs of students. However, rules and regulations also must be established so that the rights of all can be maintained.

It is the intent of the Board of Trustees that the actions and strategies specified below be implemented within the District:

- Adopt and enforce school policy and regulations to prohibit the display of gang “colors”, emblems, hand signs, and the use of pagers, cell phones or other electronic signaling devices on or near the school grounds.
- Provide components in the school prevention education program to enhance parental awareness of gang and drug problems, and refer parents or guardians to community support groups. The objective is preventive and intended to strengthen family support and encourage a caring attitude.
- Provide training for administrators, teachers, and classified staff, to raise awareness of gang and drug problems and outline a preventive education curriculum and offer similar training to parents.
- Coordinate with community-based organizations and law enforcement agencies to develop and implement a parental skills training program. The objective of the training would be to instruct parents and guardians on methods to guide and direct the behavior and actions of their children.
- Provide after school programs to appeal to school age students. Cooperative programs with other public and non-public agencies should be encouraged.
- To further discourage the influence of gangs, ensure that all students have access to counselors as needed. Each school will be encouraged to provide classroom and afterschool programs designed to enhance individual self-esteem, to foster interest in a variety of wholesome activities, and to promote membership in authorized student organizations.
- In order to prevent gangs from receiving publicity, any gang graffiti shall be quietly removed as soon as feasible.
- Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang affiliation shall be referred to the principal or designee and the situation shall be handled in accordance with district and school discipline plans.

## RECOGNIZING GANG PARTICIPATION – GENERAL GUIDELINES

Parents and school administrators often may have difficulty recognizing that their children/students are involved in gang activities and ideology. Fifteen criteria for identifying youths as gang members are listed below. These guidelines are potentially useful for parents and educators. The criteria include:

1. Having gang tattoos.
2. Wearing gang attire that could include the color of clothing, types of clothing, head covering or methods of grooming.
3. Displaying gang markings or slogans on personal property or clothing
4. Possessing literature that indicates gang membership
5. Admitting gang membership
6. Being arrested with known gang members
7. Attending functions sponsored by the gang or known gang members
8. Obtaining information from a reliable informant that student has gang affiliations
9. Getting statements from relatives identifying the youth as a gang member
10. Receiving indication from law enforcement agencies that a youth is a gang member
11. Exhibiting behavior fitting policy profiles of gang-related drug dealing
12. Being stopped by police with a known gang member
13. Loitering, riding or meeting with a gang member
14. Selling or distributing drugs for a known gang member
15. Helping a known gang member commit a crime

## DISCIPLINARY ACTION FOR SELECTED GANG-RELATED OFFENSES

The following are recommended guidelines for schools to use in responding to gang related offenses. These recommended disciplinary actions can be modified as warranted by special circumstances.

It is important to remember that for gang related offenses, a student may be suspended for five days and/or recommended for an alternative education placement or expulsion depending on the nature and severity of the offense. Any dress, grooming or appearance that signifies gang affiliation or any attire/paraphernalia/symbol that displays a logo or other message promoting alcohol or controlled substances, or relating to gangs is prohibited.

**“Ganging Behavior”** (Defined) When a group of students gather for the purpose of or exhibiting behavior that is disruptive or affects the safety (or perception of safety) of individuals; when an individual possesses items or wears clothing recognized as “gang related” **especially red and blue, this behavior is occasionally observed through the wearing of “Team” jerseys.**

## SUBSTANCE ABUSE

Truancy, substance abuse, and defiance of authority may be seen as an attempt to assert independence. Early adolescents need a supportive and secure environment in which to thrive, one that allows for some experimentation with ideas and relationships within the parameters of what is safe and responsible. Each new generation is being introduced to drugs at an earlier age. It’s a problem that raises countless questions for parents – How do I keep my children away from drugs; how do I know if they’re involved; what do I do if they are involved?

The Board of Trustees of the Waterford Unified School District declares that freedom from substance abuse of all kinds is a major objective of the district. The Board believes in an approach to substance abuse that involves education, prevention, and intervention at the elementary and middle school level.

Staff is being trained in drug education and prevention and is implementing curricula for

students at all grade levels. Trust, confidentiality and networking with community services are among the main areas of focus. Students at all grade levels need the support of parents, the school, and the district if objectives related to substance abuse prevention are to be achieved.

**SIGNS OF POSSIBLE DRUG USE:**

- ✓ Drug-related magazines, slogans on clothing
- ✓ Conversation and jokes preoccupied with drugs; hostility discussing drugs
- ✓ Dramatic changes in school performance and/or increased absenteeism or tardiness
- ✓ Changes in behavior such as chronic dishonesty and/or changes in friends; evasiveness in talking about new friends
- ✓ Possession of large amounts of money
- ✓ Increasing and inappropriate anger, hostility, irritability, secretiveness
- ✓ Reduced motivation, reduced or extreme increase in energy, self-discipline, self esteem
- ✓ Diminished interest in extracurricular activities and hobbies

**PARENTS OF JUNIOR HIGH SCHOOL STUDENTS SHOULD:**

Be knowledgeable about drugs and signs of drug use. When symptoms are observed, respond promptly. Parents are in the best position to recognize signs of drug use in their children. In order to prepare themselves, they should:

- ✓ Learn about the extent of the drug problem in the community and in their children's schools.
- ✓ Be able to recognize signs of drug use.
- ✓ Meet with parents of their children's friends or classmates about the drug problem at their school and establish a means of sharing information to determine which children are using drugs and who is supplying them.

If parents suspect their children are using drugs, they should:

- ✓ Devise a plan of action. Consult with school officials and other parents.
- ✓ Discuss suspicions with their children in a calm, objective manner. Do not confront a child while he or she is under the influence of drugs.
- ✓ Impose disciplinary measures that help remove their youngster from those circumstances when drug use might occur.
- ✓ Take a firm stand against any drug usage by your child.
- ✓ Seek advice and assistance from drug treatment professionals.

It is the policy of the Board of Trustees of the Waterford Unified School District that all school sites will provide an educational environment that is free of tobacco, alcohol, illegal drugs, or other controlled substances and their attendant problems. Depending on the seriousness of the act, the student may be recommended for an alternative education placement or expelled even on a first offense.

**SEXUAL HARASSMENT**

Waterford Junior High School recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and absenteeism or tardiness.

To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age- appropriate ways and shall assure them that they need not endure any form of sexual harassment.

Waterford Junior High School shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. Waterford Junior High School expects students or staff to immediately report incidences of sexual harassment to the principal or designee or to another district administrator.

Any student who feels that he/she is being harassed should immediately contact the principal or designee or another District administrator in order to obtain a copy of Administrative Regulation 1312.3. - Uniform Complaint Procedures. Complaints of harassment can be filed in accordance with these procedures.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Prohibited sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- Unwelcome leering, sexual flirtations or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, stories, drawings, pictures or gestures
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single- sex class
- Touching an individual's body or clothes in a sexual way
- Purposefully limiting a student's access to educational tools
- Cornering or blocking of normal movements
- Displaying sexually suggestive objects in the educational environment
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigations of a sexual harassment complaint
- Pantsing

## **SUPPORT PROGRAMS**

- Counseling for drug and/or alcohol offenders may be recommended or required.
- Individual counseling
- Group counseling
- Guided classroom presentations



## Crisis Situations

In the event of a crisis on campus, Waterford USD has adopted six emergency procedures to protect our students and staff from various scenarios. All Waterford USD staff are trained to respond to our emergency procedures. In 2022, all Waterford USD staff received additional training by Knowledge Saves Live, Inc. to respond to an active threat and lockdown the schools. Parents will be notified if any of our six emergency procedures are called by direct message as soon as possible. Communicating with parents and guardians in a timely manner regarding emergency situations is extremely important to our district, but our first priority will always be to ensure the safety of students. In the event of a crisis such as Secure School or Lockdown, parents should not come to campus until the “all clear” is given. Students will not be released to parents until law enforcement deems it safe to do so.



## SAFETY PROCEDURES

- **Lockdown**

LOCKDOWN is implemented when there is a dangerous intruder on campus or approaching campus. This procedure differs from Secure School in that during a Lockdown everyone should stay quiet and hidden from view by taking cover behind desks or tables.

- **Secure School**

SECURE SCHOOL is implemented when there is an increased potential for danger to the campus but no immediate threat to students or staff. This may include a wild animal on site or nearby police activity. This procedure is similar to Lockdown where all doors and windows are closed and locked but students and school personnel are able to continue normal work inside.

- **Duck & Cover**

The DUCK AND COVER protocol is implemented when protection is needed from flying or falling debris.

Example: earthquakes

- **Shelter in Place**

The SHELTER IN PLACE protocol is implemented when there is a need to isolate students and staff from the outside environment and airborne contaminants. This procedure is similar to secure school but also includes shutting down all air conditioning and heating units in order to keep outside air out. Students and staff may also move around indoors.

Examples: hazmat, excessive smoke

- **Evacuate (on campus)**

The EVACUATE protocol is announced to move students and staff from one location to another, usually when the decision is made that is unsafe to remain in a building.

Examples: Fire; When conditions outside buildings or off campus are safer than inside campus.

- **Evacuate (off campus)**

When the on-campus evacuation assembly area or shelter is no longer safe or students and staff need to be taken to an alternate location for parent or family reunification.

# ***Acknowledgement of Receipt of Handbook***

## ***Parent Acknowledgement***

**I acknowledge that I have received and read the Parent/Student Handbook for the 2023-2024 School Year. If I have any questions regarding the content or policies contained in this handbook, I know that I can contact the school during school hours.**

---

**Parent Signature**

**Date**

## ***Student Acknowledgement***

**I have read the Parent Student Handbook for the 2023-2024 School Year. I agree to abide by all of the Rules, Codes of Conduct, and Discipline Policies contained herein.**

---

**Student Signature**

**Date**

**Please remove this page, sign/date, and return to your 1st period teacher by August 14th, 2023.**

